

Policy on Acceptable Use of Technology for Students, Faculty, Staff and Subcontractors

The use of technology, including the Penn Charter network (PCNet), is a privilege, not a right. Penn Charter regulates access to and use of technology and the network by principles consistent with the Quaker values expressed in the school's philosophy: values that include honesty, the individual's responsibility to the community, and the respectful treatment of every person. Thus, technology users are expected and required to avoid actions that are dishonest, unkind (such as personal attacks and invasion of privacy), invasive, illegal (such as libel, slander, vandalism, sexual harassment, theft, unauthorized access), or in other ways inappropriate.

The purpose of this policy is to outline the guidelines and responsibilities of students, faculty, staff and subcontractors using technology at the William Penn Charter School (WPCS).

The guidelines and prohibited actions described in this policy apply to any use of the Penn Charter network (PCNet) to interact with any social networking website. In addition, use of technology, including PCNet, in negative or derogatory ways may be in violation of other Penn Charter policies and rules of conduct including, but not limited to, the Harassment, OffCampus Behavior, and/or Alcohol and Other Drug policies.

The use of the school's technology resources is for academic and school-related purposes only.

Portable electronic devices, such as phones, may only be used on campus during the academic day for school-related projects. In the Upper School, headphones may be used by students as long as they are engaged in quiet study (in the library, study hall, technology center, or the lounges) and are not disturbing others. Students are responsible for knowing and following individual division guidelines. Students maintain the responsibility for properly securing their property.

Cell phones and other handheld devices are allowed in school, but they must be stored securely out of sight and turned off during classes. Use of handheld devices during classes is prohibited unless otherwise approved under the supervision of an administrator or teacher. During the academic day, handheld devices may only be used during free periods and breaks. Games and other sources of non-academic entertainment should not be utilized on handheld devices during the school day. Students may not use these devices while walking through the halls and all calls must be made outside of the building. Students must also follow individual division guidelines outlined in the Student Handbooks.

Personal Laptops and Other Network-capable Devices

Students may bring their own personal laptops and other electronic devices on campus for use during the school day for academic or school-related purposes only.

- All personally-owned laptops and/or other electronic devices, for students, faculty and staff who wish to use PC network, must be registered with the Educational Technology Department and are subject to access, at any time, by school personnel, if needed to insure the safety and security of Penn Charter students and/or PCNet.
- In-class use of student-owned laptops, and other electronic devices, is at the discretion of the teacher. Internet and network use is monitored.
- Students and faculty members who choose to bring personally-owned laptops, as well as other electronic devices, are responsible for the safety and security of those items.
- Operating system updates and viable virus protection software must be installed on personally-owned laptops and may be spot-checked at the discretion of the Education Technology Department.
- No user may reveal over the Internet, in any form, the personal information of a current or former student, administrator, faculty or staff member, or parent. For specific web publishing guidelines, see the “Web Publishing Guidelines for Safe, Legal and Effective Content,” available online and following this section in the Student Handbook. Network and e-mail passwords may not be shared. Don’t record others without their permission. Internet posting of a recording of others without their permission is not permitted.
- Students should not access files other than their own unless given permission by either the teacher or administrator.
- Great care must be taken when using the network to communicate since every message sent via PCNet represents you and the school.

Prohibited Actions

- Personal issues or interpersonal conflicts should not be handled via e-mail. Assume that e-mail is not confidential, since e-mail you send can be sent to others.
- Students **MUST** receive permission from a faculty member or administrator before sending unsolicited e-mail to a group of more than 20 people.
- Slander and Libel: Harmful and false statements will not be tolerated.
- Vandalism: Deliberate attempts to damage or alter the hardware, software, or information residing in the school or on the school network or any other computer system attached through the Internet will violate this policy. Vandalism includes, but is not limited to: attempting to violate the integrity of private accounts, files or programs; the deliberate infecting of the network with a computer “virus;” attempts at “hacking” into any of the computers using any method; or other such actions will not be tolerated.

- **Theft/Plagiarism:** Users should treat information found electronically the same way they do information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each user to comply with the requirements of the owners of the software regarding its acquisition and use. Students, faculty, staff, or subcontractors may not use any Penn Charter technology resource for the illegal copying, storing or disseminating of illegally acquired software/intellectual property. Theft includes identity theft whereby a person unscrupulously impersonates another person online.
- **Harassment:** All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber Bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including “blogs”). Community members who feel that they have been the victim of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and report the incident immediately to the appropriate division director, Upper School dean of students, Middle School assistant director, or the director of educational technology. All reports of harassment in cyberspace will be investigated fully and sanctions may include but are not limited to the loss of computer privileges, detention, suspension, separation, or expulsion from school.
- **Inappropriate Access:** Users may not use the PCNet to access inappropriate or “adult” materials found on the Internet. Users not exercising responsibility by accessing such materials will lose all Penn Charter technology access. Students who inadvertently access inappropriate material are responsible for immediately notifying a faculty or an Educational Technology staff member.
- **Chain Letters and Other “Spreading” Schemes:** Chain letters, pyramid schemes, forwarding or replying to “contests,” “fast cash” schemes, mass cross-postings, and uninvited mass mailings are all highly wasteful of network resources and totally forbidden on the Internet and on the Penn Charter network. Users participating in such activities may have their e-mail addresses permanently revoked in accordance with Internet standards on this matter.
- **Access Controls and Firewalls:** Attempts to subvert or avoid access controls or firewalls is prohibited. Attempting to access blocked sites by other means is also prohibited. Questions about blocked sites should be directed to the Educational Technology department.

A system administrator or school administrator may assume access rights to a user's private files and electronic devices, when required for maintenance of the school's technology resources, in emergencies, or in the course of investigating possible policy infractions. Additionally, the school uses an Email content filtering service to identify inappropriate content being sent or received by PCnet account holders. Requests for investigating network information for possible school policy infractions are to be made to the Director of Technology who will commence work under the direction of the Head of School, Assistant Head of School, Associate Head of School, Chief Financial Officer, Division Director, or Dean of Students. Users found in violation of AUP guidelines risk disciplinary action, including having network privileges revoked.

Users found in violation of these guidelines risk disciplinary action, including having network privileges revoked. Each year students will sign a statement of acceptance for AUP the Acceptable Use Policy. You will not be allowed to use school computers until your signed statement has been received by the director of technology.

